

**INDIANA STATE BOARD OF DENTISTRY
APPLICATION FOR APPROVAL OF ORGANIZATIONS AND INDIVIDUALS
TO PROVIDE CONTINUING EDUCATION
FOR DENTISTS AND DENTAL HYGIENISTS
INFORMATION AND INSTRUCTIONS**

Before completing and submitting your application to our office, please read all materials and information included.

AGENCY ADDRESS/TELEPHONE NUMBER/FAX/EMAIL/WEBSITE

If you have any questions regarding the application process for continuing education approval you may contact the Indiana State Board of Dentistry at:

Indiana Professional Licensing Agency
Attn: Indiana State Board of Dentistry
402 W. Washington Street, Room W072
Indianapolis, IN 46204
Staff Phone: (317) 234-2054
FAX: (317) 233-4236
Staff Email: pla8@pla.IN.gov
Web Site: www.pla.IN.gov

ADMINISTRATIVE RULES FOR CONTINUING EDUCATION REQUIREMENTS

The rules which pertain to continuing education requirements are located at 828 IAC 1-5. Statutes and Administrative Rules are available to download from the Agency's website at www.pla.IN.gov.

APPROVAL AND EXPIRATION OF SPONSOR

- Approval of an individual or organization as a sponsor or continuing education issued by the Board shall be valid for the remainder of the approval period in effect on the date the approval was issued.
- The approval issued by the Board expires on March 2 of even-numbered years.
- The approval is not renewable. A new application and fee for an individual or organization continuing education sponsor approval must be filed for each license period.

APPROVAL CERTIFICATES

Upon approval by the Board, a certificate will be issued and mailed to the Sponsor.

RECORD OF ATTENDANCE

As a condition of approval, organizations or individuals shall provide each attendee with verification of attendance which shall include the following:

- (1) A record of the number of hours spent in the continuing education course.
- (2) The name of the course or a description of the subject matter presented.
- (3) The name of the sponsoring approved organization or individual.
- (4) The date and location of the program.

MONITORING OF ATTENDANCE

The individual or organization is responsible for monitoring attendance in such a way that verification of attendance throughout the program can be reliably assured.

THE FAIR INFORMATION PRACTICE ACT

In compliance with IC 4-1-6, this agency is notifying you that you must provide the requested information, or your application will not be processed. You have the right to challenge, correct, or explain information maintained by this agency. The information you provide will become public record.

Instructions for Approval of an Organization to be a Continuing Education Sponsor

828 IAC 1-5-2

Organizations seeking approval as a continuing education sponsor must submit an application and a fee for approval of continuing education credit for dentists and/or dental hygienists. Programs presented prior to the receipt of approval or after the withdrawal or termination of approval by the board shall not count toward continuing education requirements.

All applicants must submit an application, fee and supporting documentation to:

Indiana Professional Licensing Agency
Attn: Indiana State Board of Dentistry
402 W. Washington Street, Room W072
Indianapolis, IN 46204

APPLICATION

Complete, typewritten (or legibly printed) application.

The application shall include the following:

- The name of the sponsoring organization
- The address and telephone number of the organization.

FEE

Applicants must submit a two-hundred fifty dollar (\$250.00) application fee, made payable to Indiana Professional Licensing Agency (IPLA). Checks or Money order are acceptable.

ALL FEES ARE NON-REFUNDABLE OR NON-TRANSFERABLE

COPY OF DOCUMENTS

Submit a copy of all documents relating to the formation and continued existence of the organization.

DESCRIPTION OF SPECIFIC PURPOSES

Submit a description of the specific purposes for which the organization was formed.

RESUMES

Submit a resume or curriculum vitae listing all education and relevant work experience for each individual in the organization with the direct responsibility for teaching and conducting an educational program.

LIST OF EDUCATIONAL PROGRAMS

Submit a list of each educational program presented or sponsored by the organization for five (5) years prior to the date of request for approval.

For all programs given the last two (2) years list the following information:

- o Date and location of the program
- o Brief content summary
- o Name and academic and professional background of the lecturer.
- o Number of clock hours granted for the program.

DESCRIPTION OF COURSE EVALUATION TECHNIQUE

Submit a description of the course evaluation technique utilized.

SAMPLE OF CERTIFICATE

Submit a sample of the certificate awarded for the completion of programs.

LIST OF ANTICIPATED PROGRAMS

Submit a list of all anticipated programs or activities the organization intends to present, if available.

DESCRIPTION OF MONITORING ATTENDANCE

Submit a description of the method to be used for monitoring attendance.

Instructions for Approval of an Individual to be a Continuing Education Sponsor 828 IAC 1-5-2

Individuals seeking approval as a continuing education sponsor must submit an application and a fee for approval of continuing education credit for dentists and/or dental hygienists. Programs presented prior to the receipt of approval or after the withdrawal or termination of approval by the board shall not count toward continuing education requirements.

All applicants must submit an application, fee and supporting documentation to:

Indiana Professional Licensing Agency
Attn: Indiana State Board of Dentistry
402 W. Washington Street, Room W072
Indianapolis, IN 46204

APPLICATION

Complete, typewritten (or legibly printed) application.

The application shall include the following:

- The name of the individual sponsoring the program.
- The address and telephone number of the individual.

FEE

Applicants must submit a two-hundred fifty dollar (\$250.00) application fee, made payable to Indiana Professional Licensing Agency (IPLA). Checks or Money order are acceptable.

ALL FEES ARE NON-REFUNDABLE OR NON-TRANSFERABLE

RESUME OR CURRICULUM VITAE

Submit a resume or curriculum vitae listing all education and relevant work experience.

LIST OF EDUCATIONAL PROGRAMS

Submit a list of each educational program presented or sponsored by the individual for five (5) years prior to the date of request for approval.

For all programs given the last two (2) years list the following information:

- o Date and location of the program.
- o Brief content summary.
- o Name and academic and professional background of the lecturer.
- o Number of clock hours granted for the program.

DESCRIPTION OF COURSE EVALUATION TECHNIQUE

Submit a description of the course evaluation technique utilized.

SAMPLE OF CERTIFICATE

Submit a sample of the certificate awarded for the completion of programs.

LIST OF ANTICIPATED PROGRAMS

Submit a list of all anticipated programs or activities the individual intends to present, if available.

DESCRIPTION OF MONITORING ATTENDANCE

Submit a description of the method to be used for monitoring attendance.

Rule 5. Continuing Education for Renewal of License

828 IAC 1-5-1 Application for approval of study clubs

Authority: IC 25-13-2-10; IC 25-14-3-12

Affected: IC 25-13-2; IC 25-14-3

Sec. 1. (a) Study clubs must submit an application and a fee for approval of the study club as a sponsor of continuing education credit for dentists and/or dental hygienists. Programs presented:

- (1) prior to the receipt of approval; or
 - (2) after the withdrawal or termination of approval of the study club;
- by the board shall not count toward continuing education requirements.
- (b) The application for approval shall include the following:
- (1) The name of the study club.
 - (2) The address of the study club.
 - (3) A statement that the study club is organized for the purpose of scientific study.
 - (4) A statement that the study club operates under the direction of elected officers.
 - (5) The names and addresses of each officer.
 - (6) A copy of the study club's bylaws.
 - (7) The names of at least five (5) members of the study club.
 - (8) A statement that the study club will conduct regular meetings.
 - (9) A statement that the study club will maintain written attendance records of all meetings, which shall be submitted to the board upon request.
 - (10) A description of the types of programs or activities the study club intends to present.

(c) The application for approval must be signed by an officer of the study club. (*State Board of Dentistry; 828 IAC 1-5-1; filed Jan 28, 1992, 5:00 p.m.: 15 IR 1015; filed Mar 26, 1993, 5:00 p.m.: 16 IR 1952; filed Sep 1, 2000, 2:20 p.m.: 24 IR 22; readopted filed Apr 11, 2001, 3:21 p.m.: 24 IR 2896; filed Oct 8, 2002, 12:43 p.m.: 26 IR 371*)

828 IAC 1-5-1.5 Study club sponsor approval; expiration

Authority: IC 25-13-2-10; IC 25-14-3-12

Affected: IC 25-13-2-2; IC 25-14-3-2

Sec. 1.5. (a) A study club continuing education sponsor approval issued by the board shall be valid for the remainder of the approval period in effect on the date the approval was issued.

- (b) The approval issued by the board expires on March 2 of even-numbered years.
- (c) The approval is not renewable. A new application and fee for study club continuing education sponsor approval must be filed for each license period.
- (d) The approval of a study club sponsor issued by the board:
- (1) prior to the effective date of this rule; and
 - (2) that is current and good standing;
- shall remain valid until March 2, 2004. (*State Board of Dentistry; 828 IAC 1-5-1.5; filed Oct 8, 2002, 12:43 p.m.: 26 IR 371*)

828 IAC 1-5-2 Application for approval of organizations or individuals

Authority: IC 25-13-2-10; IC 25-14-3-12

Affected: IC 25-13-2-2; IC 25-14-3-2

Sec. 2. (a) This section applies to organizations or individuals referred to in IC 25-13-2-2(18) and IC 25-14-3-2(18).

(b) Individuals or organizations applying for approval must submit an application and a fee for approval as a sponsor of continuing education credit for dentists and/or dental hygienists. Programs presented:

- (1) prior to the receipt of approval; or
- (2) after the withdrawal or termination of approval of the individual or organization; by the board shall not count toward continuing education requirements.
- (c) The application for approval shall include the following:
 - (1) The name of the sponsoring individual or organization.
 - (2) The address and telephone number of the individual or organization.
 - (3) The following for organizations:
 - (A) A copy of all documents relating to the formation and continued existence of the organization.
 - (B) A description of the specific purposes for which the organization was formed.
 - (C) For each individual in the organization with direct responsibility for teaching and conducting an educational program of the organization, a vita or resume listing all educational and relevant work experience.
 - (4) For individuals, a vita or resume listing all educational and relevant work experience.
 - (5) A list of each educational program presented or sponsored by the individual or organization for five (5) years prior to the date of the request for approval.
 - (6) The following for each program listed under subdivision (5) given in the prior two (2) years:
 - (A) The date and location of the program.
 - (B) A brief summary of the content of the program.
 - (C) The name and the academic and professional background of the lecturer.
 - (D) The number of clock hours of continuing education credit granted by a state licensing or similar regulatory authority for the program.
 - (7) A description of the course evaluation technique utilized for all educational programs.
 - (8) A sample of the certificate awarded for the completion of all educational programs, if available.
 - (9) A list of all anticipated programs to be presented or sponsored during the requested approval period, if available.
 - (10) A description of the types of programs or activities the individual or organization intends to present.
 - (11) A description of the method to be used for monitoring attendance.
- (d) The individual or organization is responsible for monitoring attendance in such a way that verification of attendance throughout the program can be reliably assured. (*State Board of Dentistry; 828 IAC 1-5-2; filed Jan 28, 1992, 5:00 p.m.: 15 IR 1015; filed Mar 26, 1993, 5:00 p.m.: 16 IR 1953; filed Sep 1, 2000, 2:20 p.m.: 24 IR 22; readopted filed Apr 11, 2001, 3:21 p.m.: 24 IR 2896; filed Oct 8, 2002, 12:43 p.m.: 26 IR 372*)

828 IAC 1-5-2.5 Individual or organization sponsor approval; expiration

Authority: IC 25-13-2-10; IC 25-14-3-12

Affected: IC 25-13-2-2; IC 25-14-3-2

Sec. 2.5. (a) Approval of an individual or organization as a sponsor of continuing education issued by the board shall be valid for the remainder of the approval period in effect on the date the approval was issued.

- (b) The approval issued by the board expires on March 2 of even-numbered years.
- (c) The approval is not renewable. A new application and fee for an individual or organization continuing education sponsor approval must be filed for each license period.
- (d) The approval of a sponsor issued by the board:
 - (1) prior to the effective date of this rule; and
 - (2) that is current and in good standing;

shall remain valid until March 2, 2004. (*State Board of Dentistry; 828 IAC 1-5-2.5; filed Oct 8, 2002, 12:43 p.m.: 26 IR 372*)

828 IAC 1-5-3 Verification of attendance**Authority: IC 25-13-2-10; IC 25-14-3-12****Affected: IC 25-13-2-2; IC 25-14-3-2**

Sec. 3. Organizations, individuals, or study clubs approved under IC 25-13-2-2 or IC 25-14-3-2, shall provide each attendee with verification of attendance which shall include the following:

- (1) A record of the number of hours spent in the continuing education course.
- (2) The name of the course or a description of the subject matter presented.
- (3) The name of the sponsoring approved organization, individual, or study club.
- (4) The date and location of the program.

(State Board of Dentistry; 828 IAC 1-5-3; filed Jan 28, 1992, 5:00 p.m.: 15 IR 1016; readopted filed Apr 11, 2001, 3:21 p.m.: 24 IR 2896)

828 IAC 1-5-4 Civil penalties for a dental hygienist**Authority: IC 25-13-2-10****Affected: IC 25-13-2-11; IC 25-13-2-12**

Sec. 4. If a dental hygienist is not in compliance with IC 25-13-2 and is assessed a civil penalty under IC 25-13-2-11(b)(1) *[IC 25-13-2-11 was repealed by P.L.157-2006, SECTION 76, effective July 1, 2006.]* or IC 25-13-2-12(b)(1) *[IC 25-13-2-12 was repealed by P.L.157-2006, SECTION 76, effective July 1, 2006.]*, the amount of the civil penalty shall be based on the number of continuing education credit hours needed per license period to be in compliance as follows:

Number of hours needed to be in compliance:	Civil penalty:
1–2 hours	\$50
3–5 hours	\$100
6–10 hours	\$250
11–14 hours	\$375

(State Board of Dentistry; 828 IAC 1-5-4; filed Jan 28, 1992, 5:00 p.m.: 15 IR 1016; readopted filed Dec 2, 2001, 12:35 p.m.: 25 IR 1306)

828 IAC 1-5-5 Civil penalties for a dentist**Authority: IC 25-14-3-12****Affected: IC 25-14-3-13; IC 25-14-3-14**

Sec. 5. If a dentist is not in compliance with IC 25-14-3 and is assessed a civil penalty under IC 25-14-3-13(b)(1) *[IC 25-14-3-13 was repealed by P.L.157-2006, SECTION 76, effective July 1, 2006.]* or IC 25-14-3-14(b)(1) *[IC 25-14-3-14 was repealed by P.L.157-2006, SECTION 76, effective July 1, 2006.]*, the amount of the civil penalty shall be based on the number of continuing education credit hours needed per license period to be in compliance as follows:

Number of hours needed to be in compliance:	Civil penalty:
1–2 hours	\$100
3–5 hours	\$250
6–10 hours	\$500

11–15 hours

\$750

16–20 hours

\$1,000

(State Board of Dentistry; 828 IAC 1-5-5; filed Jan 28, 1992, 5:00 p.m.: 15 IR 1016; readopted filed Dec 2, 2001, 12:35 p.m.: 25 IR 1307)

828 IAC 1-5-6 Continuing education course requirement

Authority: IC 25-13-1-5; IC 25-13-2-10; IC 25-14-1-13; IC 25-14-3-12

Affected: IC 25-13-2-11; IC 25-13-2-12; IC 25-14-3-13; IC 25-14-3-14

Sec. 6. (a) Effective for the license period ending March 1, 2006, for dentists and dental hygienists, and every license period thereafter, continuing education credit must include two (2) hours which shall cover each of the following subjects:

(1) Ethics.

(2) Professional responsibility.

(3) Indiana statutes and Indiana administrative rules governing the licensure and practice of dentists and dental hygienists.

(b) Ethics and professional responsibility means the aspirational standards by which a profession decides to regulate its behavior in order to distinguish what is legitimate or acceptable in pursuit of their aims from what is not.

(c) The two (2) hours required under subsection (a) are not considered courses that relate specifically to the area of practice management. *(State Board of Dentistry; 828 IAC 1-5-6; filed Mar 18, 2005, 10:00 a.m.: 28 IR 2383)*